



**City of Seattle  
Department of Planning and Development**

700 5<sup>th</sup> Avenue, Ste 2000, Seattle, WA 98104-5070  
Phone: 206-684-8464 Fax: 206-386-0095  
[www.seattle.gov/dpd](http://www.seattle.gov/dpd)



## REFUND/CANCELLATION REQUEST FORM

**Type:** ☐ Building, Mechanical, & Site ☐ Conveyance ☐ Land Use ☐ Gas Piping & Plumbing  
(Permit must be attached.)  
☐ Boiler & Pressure Vessel ☐ Electrical ☐ Refrigeration ☐ Other  
☐ Furnace ☐ Signs/Billboards

**Application/Permit #:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Date Received by DPD:** \_\_\_\_\_

**Site/Property Address:** \_\_\_\_\_

**Request Type:** (choose one)

☐ **Refund:** For monetary refund only; no change to status of application/permit (i.e. for overpayment of fees)

☐ **Cancellation:** An alteration to the status of an application/permit, with fee analysis based on Fee Ordinance guidelines (i.e. application/permit duplication, cancellation of project)

Please explain circumstances or details of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MAKE REFUND PAYABLE TO: Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Tax ID # or Social Security #:** \_\_\_\_\_

**Refund Applicant's Signature:** \_\_\_\_\_

**Authorization to Refund Money to Persons Other than Original Payer:**

If the refund is to be paid to persons other than the original payer, please have the original payer sign and date below:

I authorize \_\_\_\_\_ to receive the refund on behalf of the original payer.

**Original Payer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail this form and supporting documentation to:**

Department of Planning and Development  
Accounting – Refund/Cancel Request  
700 5<sup>th</sup> Avenue, Suite 2000  
Seattle, WA 98104-5070

**PLEASE ATTACH ANY DOCUMENTS THAT MAY BE HELPFUL IN PROCESSING THE REFUND/CANCELLATION.**

**REFUNDS TAKE APPROXIMATELY 8 WEEKS TO PROCESS. FOR MORE INFORMATION CALL (206) 386-9780.**

**~ FOR DPD USE ONLY ~**

**Application/Permit #** \_\_\_\_\_

**Site/Property Address:** \_\_\_\_\_

**Contractor/Contact ID** \_\_\_\_\_

Refund Reviewer: \_\_\_\_\_ Date Received for Review: \_\_\_\_\_

Refund Log #: \_\_\_\_\_ Date Review Completed: \_\_\_\_\_

**Refund Outcome:** ☐ **Approved**      \$ \_\_\_\_\_ ☐ **Denied**      \$ \_\_\_\_\_

Description of Approval/Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL REFUND AMOUNT**      \$ \_\_\_\_\_

☐ **Refund:**    Refund review performed, A/P to remain active

☐ **Cancellation:**    Refund review performed, application in Void/Closed

**~ FOR DPD ACCOUNTING USE ONLY ~**

Refund Authorizer: \_\_\_\_\_ (if total refund amount > \$1,000)

Refund Voucher #: \_\_\_\_\_ Credit Memo # \_\_\_\_\_ (for governmental agencies only)